



## **Department of Career and Technical Education PROGRAM APPROVAL POLICY**

### **Requirements for an approvable program**

- Credits - A minimum of 2 credits per year must be taught
  - Trade & Industry programs must offer a minimum of 3 sequential credits
  - Distance learning exception – a receiving school may receive reimbursement for a 1 credit course as long as it originates from an approved program. Also, distance courses MAY be counted as part of the 2 credit sequence for program approval purposes.
- Class size (9-12 enrollment)
  - Minimum of 7 students in each course for schools with more than 100 students
  - Minimum average of 7 students per course for schools with 50-100 students
  - No minimum for schools with fewer than 50 students
- CTE certified teacher
  - Refer to teacher certification requirements for specific service area
- Curriculum
  - Must be based on state, national or industry standards for each program area
- Facilities and equipment
  - Adequate as determined by program standards
- Advisory committee
  - Each programs must have an active advisory committee but the committee may be combined to serve multiple CTE programs – with a minimum of three representatives from each CTE program – unless program standards require a separate committee to serve a specific program.
  - Committees must meet, at a minimum, two times a year.

### **Requirements for an approvable career development program**

- CTE credentialed counselor (see requirements for Career Development)
- Program of Work that incorporated ND Career Development Standards (curriculum framework)
- Adequate facilities and equipment as determined by program standards
- Advisory Committee (see above)

### **Timeline for new/expanded program applications**

- April - Applications due for the following year by submitting forms:  
(forms are located at [www.state.nd.us/cte/forms](http://www.state.nd.us/cte/forms) )
  - SFN 15274 – Funding Application Cover Sheet
  - SFN 15275 - Funding Application Budget
  - SFN 15256 – Program Advisory Committee
- May/June - Applications reviewed by State Board for CTE
  - Schools/institutions are notified of funding status approval or disapproval by the CTE Fiscal Office
  - Newly funded programs will receive an Annual Plan Budget
- September/October – Revised Annual Plan Budgets due in CTE office
- April - Reimbursement claim forms are sent to schools but reimbursement may be requested anytime an expenditure has been made
- June - Submission of reimbursement claim deadline
- Exception to new program application process – Based on agency approval, an LEA may move funding from one program area to another as long as the new program meets all criteria and it is funded at the same reimbursement rate. (See reimbursement rate sheet at [www.state.nd.us/cte/forms](http://www.state.nd.us/cte/forms))

### **Supporting policy guidelines:**

Programs may be approved but not funded due to availability of funds. It is the policy of the State Board not to fund new programs at the expense of existing programs.

Once a program has been approved there is a one-year grace period to allow a school or institution to correct any deficiency in these requirements.

Salaries for 7<sup>th</sup> & 8<sup>th</sup> grade instruction may not be funded with state or federal dollars.

Technology Education does not fund any salaries 7<sup>th</sup> -12<sup>th</sup> but may fund equipment in grades 7<sup>th</sup> -12<sup>th</sup> .

Approved By: \_\_\_\_\_